

# KHRIS KHRONICLE

## KEEPING KENTUCKY EMPLOYEES CONNECTED

The Personnel Cabinet publishes this newsletter to provide information regarding the implementation of the Kentucky Human Resource Information System (KHRIS).

Issue 3

<http://personnel.ky.gov/persadmin/khris/>

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## ESS Is Positive Change for Employees

**T**he KHRIS project team members will tell you that one of the most exciting features of KHRIS is the new Employee Self-Service (ESS) function. ESS will affect every state employee on a regular basis. It will fast become the most familiar part of the system to most of us. So what is it?

ESS is actually just one part of a larger KHRIS Self-Service Center. ESS is what the employee will use to enter time sheet information, including preparing and submitting leave requests for time off. The end result is a paperless system for timekeeping.

How is this important? Freed from paper, an employee does not need to be physically present at the end of the time period to submit their time sheet. This is particularly important for those state employees

who work in the field. KHRIS will provide web portal access from work or home. ESS also goes a step beyond simple time record keeping, providing more value for the user. The employee will have the additional ability to view their personal information unlike ever before. An employee can view their pay statements, leave balances and for prospective

retirees, see the estimated current gross payout values.

So what is KHRIS giving us that we didn't have before? The employee will not only be able to view their information, but will actually enter some of their personal data to ensure timeliness and accuracy. For instance, they will have the ability to change their address in the system themselves. This feature is especially important when enrolling in state health and life insurance plans (including open enrollment every October). In addition, ESS allows the user to update their bank information for direct deposit. In the current system, the employee is restricted to one checking account and one savings account. ESS will not have this limitation of accounts and the user will choose how much to deposit into each.



The training section will not only allow the employee to request classes and training open to state employees, but will also track their training history for professional development. Employee evaluations will also be a future component of KHRIS and will be a helpful tool. Training and evaluations have just been simplified.

Looking for someone? As all state government employees of the Commonwealth will be entered into the database, KHRIS also features a helpful search function. The user will be able to locate the phone number, email, department position, and office location of any given state employee. While this function is not available to anyone outside of KHRIS, this feature is an improvement over the current email system, which contains only limited information for trying to locate other employees. Ultimately, ESS will enhance personnel functions for employees of the Commonwealth in many positive ways.

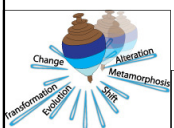
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## WHAT ALL EMPLOYEES SHOULD KNOW ABOUT MSS

**M**anager Self-Service (MSS), along with ESS (see article on page 1) is a function of the KHRIS Self-Service Center. With a name like “Manager Self-Service”, it’s a given that it is a feature used by managers/supervisors. However, all employees should have an understanding of the manager functions within MSS related to their personal data.

The primary function of managers in KHRIS will be to approve the time sheets and leave requests submitted by their employees. Managers will have access to view all the employees that they supervise through a Team Viewer. This access is directly tied to their role as a manager/supervisor and grants access to only their employees. All managers will also enter their own information on the ESS feature as an employee, to be reviewed and approved by their supervisors.

As with ESS, the system is paperless, and the managers do not need to be physically present in the office to process these electronic documents. This news comes as some relief to those managers that must organize all employees’ time entry twice per month to have the time sheets filled out properly, printed and signed.

A manager or supervisor can:

- view a calendar showing all planned attendances/ absences for their direct reporting employees. This will assist them in the approval/denial of leave requests.
- review a summary of a specific employee’s personal data as well as their days absent.
- review planned training for employees and cancel if necessary. They can also search available training and make requests for themselves.

While the manager/supervisor will have access to their employees’ work-related personal information, they **will not** have access to employee’s private information such as banking and benefit information. And for additional privacy purposes and security, the system is based on the employee’s personnel number, and not social security number. As a better management tool, MSS will allow for improved decision making with streamlined processes.

*Did you know that some of the systems being replaced by KHRIS were in use in 1998?  
.....a look back at 1998*



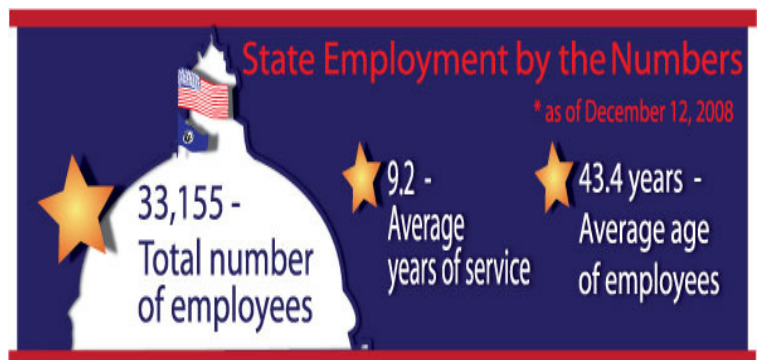
- Chicago Bulls win their 6th NBA title in 8 years when they beat the Utah Jazz, 87-86 in Game Six. This is also Michael Jordan's last game as a Bull, clinching the game in the final seconds on a fade away jumper.
- Jesse Ventura, former professional wrestler, is elected Governor of Minnesota.
- John Glenn, the first U.S. Astronaut to orbit the earth in 1962 becomes the oldest person at age 77 to go into space in 1998.
- A gallon of regular gas cost \$1.20 US
- Cost of a first-class stamp was .32
- Denver Broncos won Super Bowl XXXII
- *Armageddon*, *Saving Private Ryan*, and *A Bug’s Life* were all popular movies at the box office.
- *E.R.*, *Frasier*, and *Friends* were popular TV shows.



Jack O’Nan

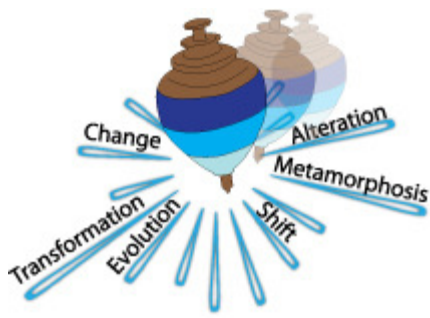
*I think KHRIS will be a tremendous asset to all personnel and payroll administrators. It will eliminate many steps when entering employee changes and therefore reducing the number of potential mistakes with checks and individual information. I see KHRIS as enabling personnel/payroll staff to serve all state employees in a better, more efficient manner.*

*- Jack O’Nan, Secretary of State’s Office*



## Did you know....

On average there are 5,500 address changes a year processed through the Unified Personnel and Payroll System (UPPS), one of our current legacy HR systems. However, through ESS, employees will have the opportunity to submit their own address changes directly to KHRIS without necessary intervention by agency HR administrators.



## What Do We Do in Times of Change?

**F**ostering a spirit of teamwork during times of change can be difficult. Yet it is critical in times of change and becomes a team's biggest ally. In his book, *Leading Change*, John P. Kotter states that teams with sufficient trust can be effective in today's business environment of dramatic change and can sustain their high performance. Kotter insists that teams built on mutual trust and respect can thrive during organizational change if they possess the following characteristics:

- shared vision and goals
- shared leadership and accountability
- continuous learning and development
- a customer focus; and
- capability to gather and use feedback and data.

While most of these attributes seem to be common sense, many teams fail to incorporate them. As a result, minor and major agency changes catch teams off guard, undermine their productivity, and often cause them to question their purpose, feel defensive, or just crumble.

The key to the spirit of teamwork is trust: mutual trust among the leader and each other.

This story below, which originally appeared in the play *Some Folks Feel the Rain* illustrates the spirit and trust that lies in successful teamwork:

A man was lost while driving through the country. As he tried to reach for the map, he accidentally drove off the road into a ditch. Though he wasn't injured, his car was stuck deep in the mud. So the man walked to a nearby farm to ask for help.

"Warwick can get you out of that ditch," said the farmer, pointing to an old mule standing in a field. The man looked at the decrepit old mule and looked at the farmer who just stood there repeating, "Yep, old Warwick can do the job." The man figured he had nothing to lose.

The two men and the mule made their way back to the ditch. The farmer hitched the mule to the car. With a snap of the reins he shouted:

**"Pull, Fred! Pull, Jack! Pull, Ted! Pull, Warwick!"**

And the mule pulled that car right out of the ditch.

The man was amazed. He thanked the farmer, patted the mule, and asked, "Why did you call out all of those names before you called Warwick?"

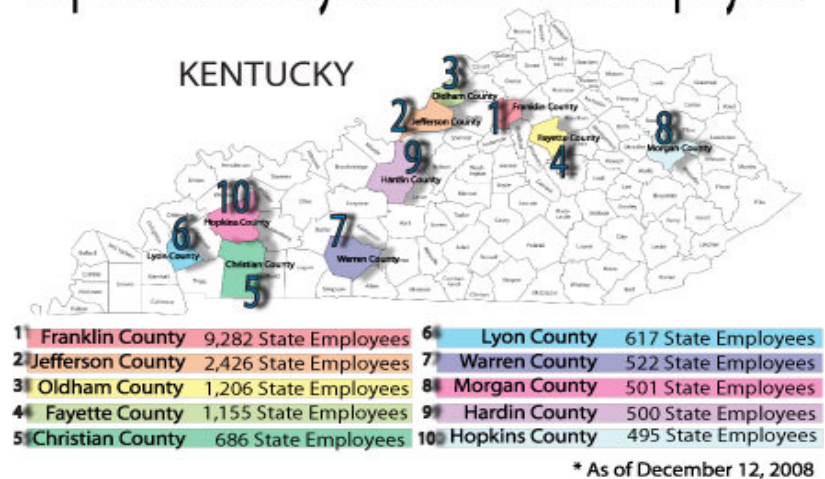
The farmer grinned and said, "Old Warwick is just about blind. As long as he believes he's part of a team, he doesn't mind pulling."

*Never doubt that a small group of thoughtful, committed citizens can change the world; indeed, it's the only thing that ever has.*

**-Margaret Mead**



## Top 10 counties by number of state employees:



## For More Information

To learn more about KHRIS and its implementation, please visit the KHRIS link on the Personnel Cabinet's website at <http://personnel.ky.gov/persadmin/khris>. If you have any comments or suggestions regarding the *KHRIS Khronicle*, please contact the KHRIS Communications Team at [Personnel.KHRISproject@ky.gov](mailto:Personnel.KHRISproject@ky.gov).